



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>June 2011</u>		Total Internship hours at the start of the month:	29
Week	Functions	Description	Hrs
1	Week's Activities	Gifted and Talented Work Shop 9 – 4 Configured Principal's new printer and scanner. Installed, physically and added software on 5 workstations in the elementary computer lab. Backed up web site	5 1.5 3.5
	Standard/Indicator	TF.IIC 2.b. (researching resources for future Tech.P.D.) TF.VII.A2.b Install and configure new drive.	
		Communicated with site mentor about beginning of new course.	10
2	Week's Activities	Installed RAM in elementary computer lab computers; Prepared orders for supplies needed to sustain through summer; Completed CTE Perkins applications and annual reports; Downloaded Opensource software for workstation deployment (researched the process /sat through a video of "How-To." Submitted NCLB report; Started Win&WAIK download to prep workstations for deployment Unenrolled students from AR, ATRT, SRA, databases in prep for new year Quotes on UPS. Configured and installed CERTs for Exchange and beginning TxEIS Inst.	36
	Standard/Indicator	TF.V.II 1-7	
	Communication with Mentor	Relayed information about progress with plans for summer and developed a "ToDo List " with projected expenses for the summer requested permission to order Microsoft software, Adobe for future photo journalism class, harddrives, RAM, & UPS for server re-tooling. Possible downtime for TxEIS install. Confirmed timeline with ESC3 staff.	
3	Week's Activities	Resolved PEIMS reporting issues off and on over 2 days; Backed up RSCCC server, Moodle server, website server. Downloaded and printed instructions for installation of TxEIS. Contacted Region 3 to determine staff availability for install of TxEIS.Worked with Dell Tech support to setup Host server and 3 virtual servers in preparation of installation of	45

		TxEIS product. Region 3 staff reviewed setup and suggested alternate configurations. Let them rung while waiting for Dell Tech availability to resize drives. Started backup and cloning of Web server drive. Said it would take 17 hours.	
	Standard/Indicator	TF.V.II 1-7	
	Communication with Mentor	Kept site mentor informed of progress on server configuration. I was informed that I will need to come up with workshop topics for August in-service. Created and posted technology in-service survey with mentor's approval.	
4	Week's Activities	Finished cloning Web server drive, but it failed after resize operation. Postponed further attempts until TxEIS stable. Talked to wireless engineers about possible testing of wireless equipment and specifications add'l- what worked in neighboring district. Pricing on my own due to failure of SHI rep to be responsive- Got final quote out of system and OK to purchase Adobe photoshop, wireless AP, SSL for TxEIS, UPS; Professional Dev. Research, contacted Dell Tech to revise drive sizes, - redi @ concerning the 3 virtual drives.	47
	Standard/Indicator	TFV.II 1-7	
	Communication with Mentor	Discussing budgeting, for hardware, software, library, possible subscriptions to professional development sites. Status on preparations for TxEIS install. Discussed Action research plan via email and got approval.	
5	Week's Activities	Prepared and submitted ERATE 472's , started move to TxEIS, worked with Region Center staff ;major portion of 3 days via remote access installing and setting up TxEIS- the SSL certificates. Finished 6/30	45
	Standard/Indicator	TFV. II. 1-7	
	Communication with Mentor	Updated on status of conversion as we went. No progress on finding workshops- no time to research. Discussed Action research plan via email and got final approval.	
Hours worked this month:			183
Total Internship hours to date including this month:			212